

INSTRUCTIONS FOR COMPLETION OF DD FORM 611
Purpose of Government Furnished Equipment
Shortage/Status Report

This form was developed to give Department of Defense a summary of Government Furnished Equipment (GFE) shortages and receipts needed to meet acquisition contracts.

GENERAL INSTRUCTIONS

Defense Contracting Activities have published regulations with a statement of criteria for requiring this form. Read the applicable regulations before completing the form.

TO: Enter name of Defense Contracting Activity designed to receive report, e.g., Aeronautical Systems Division, WPAFB, Ohio; United States Army Troop Support and Material Readiness Command, St. Louis, Missouri; etc.

Page of Pages: Self-explanatory.

For Reference Consult: Enter name and telephone number of the Prime Contractor's representative responsible for preparing and submitting report.

Period Being Reported: Enter date(s) of reporting period in accordance with submission schedules established by the Defense Contracting Activities regulations.

Applies to Requirements Schedule Dated: Identify by date the DD Form 610, Government Furnished Equipment (GFE) Requirement Schedule, or Master Government Furnished Equipment List and revision number used to prepare a report.

How To Obtain Forms: Copies of this form can be obtained from Department concerned (through the Military Departmental Contracting Officer) or reproduced by contractor.

Security Classification: When any information in report is classified, contractor will make sure that proper security classification is assigned. The latest copy of DD Form 254 (DOD Contract Security Classification Specification) will cite proper security classification.

SPECIFIC INSTRUCTIONS

Preparation of Header

Column 1 - Identify title of report by alpha, E.

Column 2 - Blank.

Column 3 - 11 - System Design, Model, Series - Give the system designation, model, and series (i.e.) KC-10A, XM-1.

Column 12 - 13 - Blank.

Column 14 - 17 - Date - Column 14 - 16 - Cutoff Julian Day. Give the last day covered by the report by Julian Day. For example: 1 Oct 97 enter 2747. Prefix field with zeros. Column 17 - Year.

Column 18 - Blank.

Column 19 - X-11 Punch - Control to indicate end of report to page eject for next report.

Column 20 - Blank.

Column 21 - 32 - Prime Contract Number - Identify prime contract by number for which report is submitted. Omit station number and service part of contract number. Column 21 - Code A (Army), F (Air Force), N (Navy). Column 22 - 26 - Activity Identifier - See DAR 20-203.1. Prefix field with zeros. Column 27 - Fiscal Year - Last digit of fiscal year. Column 28 - Type Instrument - See DAR 20-203. Column 29 - 32 - Serial Number, prefix field with zeros.

Column 33 - 34 - Blank.

Column 35 - 54 - Report Title - Failure Data - Leave blank between words.

Column 55 - Blank.

Column 56 - 70 - Contractor, City, State - Identify contractor and location. Abbreviate as required. Leave blanks between words.

Column 71 - Blank.

Column 72 - 74 - MGFEL (approved DD Form 610) Julian Day - Prefix field with zeros.

Column 75 - Year.

Column 76 - Blank.

Column 77 - 78 - MGFEL (approved DD Form 610) Revision Number - Prefix field with zeros.

Column 79 - 80 - Blank.

Preparation of Shortage/Status Report

Column 1 - Identify data of report as follows: B - Shortage Status, D - Final Status.

Column 2 - 16 - Identify the national stock number.

Column 17 - 18 - Identify the fiscal year of the GFE requirement.

Column 19 - 32 - Identify the item (i.e.) Radio Set.

Column 33 - 34 - QPA - Enter Quantity Per Aircraft.

Column 35 - 36 - End User - Enter applicable code - See Data Item Description DI-P-6161A.

Column 37 - 40 - Quantity Authorized - Enter number of units authorized under account of contract.

Column 41 - 44 - Receipts - Enter total number of units received under account of contract, less quantity on which accountability has been transferred or terminated.

Column 45 - 48 - Rejects - Enter the number of units received which did not meet the GFE specification requirement (i.e., failed the acceptance tests).

Column 49 - 52 - Rejects Repaired - Enter the number of units which were originally defective, but have subsequently been repaired to meet the GFE specification requirement.

Column 53 - 59 - Schedule Short - (not applicable to final status report). Schedule shortages exist only when net receipts, as of last day of reporting period, are less than the schedule contract quantity per the applicable MGFEL. Enter the total units short to schedule. This is the difference in quantity between net receipts and cumulative MGFEL requirements for the reporting period.

Column 60 - 64 - Line Short - (not applicable to final status report). Enter the number of units short to the production line.

Column 65 - 69 - Schedule Excess - Enter the number of units which are excess to quantity authorized (columns 37 - 40). Take action to remove these items from the contract.

Column 70 - 80 - Blank.